



# IDAHO DEPARTMENT OF HEALTH & WELFARE

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## RE: Required Annual Training due Sept 30, 2020

August 27, 2020

Dear Store Manager,

Every year, vendors are required to train store staff on WIC policies and procedures. All staff who handle WIC transactions or interact with WIC customers should receive training, including managers, customer service representatives and all staff trained to cashier.

All staff are required to review the [2020 Training Newsletter](#). Cashiers should also review the [Cashier Training Manual](#). Managers and bookkeepers should review the [Vendor Operations Guide](#).

All training materials and vendor bulletins can be found on the program's website at [www.wic.dhw.idaho.gov](http://www.wic.dhw.idaho.gov) under the vendor tab. Hard copies can be ordered by emailing [WICVendor@dhw.idaho.gov](mailto:WICVendor@dhw.idaho.gov) or by calling the State office at 866-347-5484.

**A signed verification form must be returned to the State office by October 2, 2020.** Stores that do not complete these requirements will incur a state violation which may lead to sanctions and/or disqualification. If a store is disqualified from WIC, they may be automatically disqualified from SNAP as well.

Please feel free to contact us with any questions or concerns regarding this year's training. Thank you for your continued participation in the Idaho WIC program.

Sincerely,

Idaho WIC Vendor Team



## 2020 Idaho WIC Training Verification Form

**Training must be completed by September 30, 2020. Verification forms are due no later than October 2, 2020.**

The following materials are available online at [www.wic.dhw.idaho.gov](http://www.wic.dhw.idaho.gov) and can be used to meet the annual training requirement. Once you have completed your training, submit this form to [wicvendor@dhw.idaho.gov](mailto:wicvendor@dhw.idaho.gov) or by mail to PO Box 83720, Boise ID 83720 or fax (208)332-7362.

**Required:**

- ☐ 2020 Idaho WIC Vendor Training Newsletter
- ☐ Cashier Training Manual & Quick Tips
- ☐ Vendor Operations Guide  
(for managers and bookkeepers)

By signing below you verify that all relevant store personnel have been trained and that you have:

- ☐ Updated shelf tags using the Idaho WIC Authorized Food List
- ☐ Compiled a training sign-in sheet with the names of staff trained and the date(s) training occurred.  
Sign-in sheets must be kept on file at the store.

I, \_\_\_\_\_ verify that all relevant store personnel of \_\_\_\_\_  
Printed Name Store Name and Number

have received WIC training as listed above and each item on the checklist has been completed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position/Title

**The Idaho WIC Food List has not changed. Please only order supplies if current copies are worn out or missing.**  
**To order any of the following store supplies, please indicate the quantity needed.**

Qty:	Item Description:	Qty:	Item Description:
_____	Food List booklets in English	_____	Cashier Quick Tips (laminated transaction guide)
_____	Food List booklets in Spanish	_____	Vendor Operations Guide
_____	Shelf Tags (100/pack)	_____	Cashier Training Manual
_____	Laminated Food Lists for registers		

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